

EFILE No.:

The Calgary Chinese Citizens' Association
111 Riverfront Ave SW Calgary AB T2P 4Y8
Tel: 403-269-6122

Volunteer No.:

2018 CCECA Tax Clinic Volunteer Application Form

Mr/Mrs/Ms/Miss	English Name	Chinese Name	
Contact Information	Home P# _____	Cell/Work P# _____	E-mail _____
Language(s)	Cantonese/ Mandarin/ English/ Others _____	How long have you been in Canada? _____ Year(s)	Place of Origin _____
Current Occupation	_____	Have you volunteered at any other Community Income Tax Clinic previously? <input type="checkbox"/> No <input type="checkbox"/> Yes Please specify: _____ Year(s) _____	

Competency in filing a T-1 General Income Tax and Benefits Return manually

Advanced Higher Intermediate Lower Intermediate Beginner Don't know how

Competency in filing a T-1 General Income Tax and Benefits Return electronically (using E-File or Net-File software)

Advanced Higher Intermediate Lower Intermediate Beginner Don't know how

Knowledge of Canadian personal income tax

Complicated taxation Moderately complicated taxation Straightforward taxation Basic knowledge None

Volunteer Roles: (You may choose more than one)

Front Desk Manual Tax Preparer Efile Tax Preparer Tax Clinic Support Tax Clinic Supervisor

Training & Practice Sessions:

New volunteers are required to pay a \$30 training deposit on or before January 20, 2018. Upon completion of the training sessions, passing the test and fulfillment of 5 sessions of service in our tax clinic (3 hours per session), **the training deposit will be fully returned.** For returning volunteers, please check the box to indicate the session that you want to attend, no need for examination.

Mandatory Trainings For New Volunteers (Optional for Returning Volunteers)
Manual Trainings **Orientation & Tutorial**Saturday, Jan 20th, 2018

Time: 9:00am – 4:00pm

 Tutorial & Case StudySaturday, Jan 27th, 2018

Time: 9:00am – 4:00pm

E-File Trainings **E-File Training & Tutorial**Saturday, Feb 3rd, 2018

Time: 9:00am – 4:00pm

 E-File Case Study & PracticeSaturday, Feb 10th, 2018

Time: 9:00am – 4:00pm

Mandatory Examination for New volunteers**Examination Date:** Tuesday, Feb 20th, 2018 or

Time: 1:00pm – 4:00pm

 Saturday, Feb 24th, 2018

Time: 9:00am – 12:00pm

Mandatory orientation for all returning volunteers
Orientation and What's New to 2018 CVITP Tax Clinic Saturday, Jan 20th, 2018 Time: 9:00am – 12:00pm

Or

 Saturday, Feb 24th, 2018 Time: 9:00am – 12:00pm
Tax Practice (Optional)
 (Saturday, Feb 3rd, 2018) Time: 9:00am – 12:00pm (Tuesday, Feb 6th, 2018) Time: 1:00pm – 4:00pm (Saturday, Feb 10th, 2018) Time: 9:00am – 12:00pm (Tuesday, Feb 13th, 2018) Time: 1:00pm – 4:00pm (Saturday, Feb 17th, 2018) Time: 9:00am – 12:00pm (Tuesday, Feb 20th, 2018) Time: 1:00pm – 4:00pm

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Next Page →

Availability (Please “√” the shift(s) that you are available and can make it.

We will provide a final schedule on or before Feb 27, 2018)

AM shift is from 9:00am – 12:00pm PM shift is from 1:00 – 4:00pm

March 2018						
S	M	Tue	Wed	Thu	F	Sat
				1 AM○ PM○	2	3AM○ PM○
4	5	6 AM○ PM○	7 AM○ PM○	8 AM○ PM○	9	10AM○ PM○
11	12	13 AM○ PM○	14 AM○ PM○	15 AM○ PM○	16	17 AM○ PM○
18	19	20 AM○ PM○	21 AM○ PM○	22 AM○ PM○	23	24 AM○ PM○
25	26	27 AM○ PM○	28AM○ PM○	29 AM○ PM○	30	31

April 2018						
S	M	Tue	Wed	Thu	F	Sat
1	2	3AM○ PM○	4 AM○ PM○	5 AM○ PM○	6	7AM○ PM○
8	9	10AM○ PM○	11 AM○ PM○	12 AM○ PM○	13	14AM○ PM○
15	16	17AM○ PM○	18 AM○ PM○	19 AM○ PM○	20	21AM○ PM○
22	23	24 AM○ PM○	25 AM○ PM○	26 AM○ PM○	27	28 AM○ PM○
29	30					

I confirm the above information is accurate

I understand CCECA has the discretion to accept or deny of volunteer placement due to false information or inappropriate behavior

I agree to adhere to the policies, rules and regulations set in the Volunteer manual of CCECA and agree must keep clients' information confidential

I consent to have Police information Check by Calgary Police Service as required

Signature _____

Date _____

For Office Use Only	Training Deposit Receipt No & Signature.:	Date:	Volunteer Position assigned:
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